



BOROUGH OF RUMSON POLICE DEPARTMENT

DUPLICATE FIREARM IDENTIFICATION CARD APPLICANTS AND/OR APPLICANTS FOR SUBSEQUENT PERMITS TO PURCHASE "TO DO" LIST:

(This includes changes of address, lost or stolen ID Cards, mutilated card replacements, change of sex, and change of name)

- **Step # 1** - Complete Forms
 - Complete the STS-033 Multi-purpose Firearms Application – Use the attached form *or* if you prefer, complete it online at the NJ State Police website and print it out on your computer.
 - Complete the SP-66 Consent for Mental Health Record's Search Form
 - As per the NJSP Guidelines, all information must be clearly typed or printed on all forms. All applications must be signed in the presence of an officer from the Rumson Police Department.
- **PLEASE BRING THE FOLLOWING TO RUMSON POLICE HEADQUARTERS:**
(Must be in person between the hours of 8:00 am and 4:30 pm Monday through Thursday)
 - the completed STS-033 Form – Multipurpose Firearms Application
 - the completed SP-66 Mental Health Records' Search Form
 - Handgun Purchase Permit Fee - \$2.00/per permit payable in Cash (exact only), Check, or Money order payable to the Borough of Rumson (*only if you are applying for a permit to purchase*).
 - Your current firearms ID Card – your card must be surrendered at the time of application only if you are applying for a duplicate firearms ID card.
 - Your current NJ Driver's License displaying your Rumson address
 - Please make sure all documents are fully completed before turning them into HQ. Any applications which are not completed will be returned to the applicant for correction.
- **Step # 2** - Complete your online 212A Form – After your application is received at HQ you will be provided with instructions in order to complete your 212A form online at <https://www.njportal.com/njsp/criminalrecords>. At this time you will submit payment to NJSP in the amount of \$20.00 to process your form in the form of credit card or electronic check. Please make sure to keep records in regards to your submission and payment.
- **Step # 3** – Inform your references - As a courtesy, please advise your references that they will be contacted by the Rumson Police Detective Division for a character reference on your firearms application. (*This may be in person or in a letter*)
- **Step # 4** - Wait- You will be notified via telephone upon the approval and completion of your documents. Due to an increase in applicants, please expect a wait of approximately 2-3 months. You will be notified as soon as your documents are processed and approved. (*Please do not call police HQ for status updates*)

*Any questions, please call Shannon McCurdy at the Rumson Police - Records Division at 732-842-0500. Records Division hours are Monday through Thursday 8:00am to 4:30pm. Please be advised, the Records Division is closed for all Federal Holidays. Please call ahead to ensure a Records Officer is available.